



Evaluator Training Program

What does a Certifying Officer and Evaluator do?

- **The Certifying Officer (CO) has the overall Authority of the FSC for the written and practical examinations**
 - **Test site Evaluators/Assistants serve as support to the Certifying Officer**
 - **Report all examination station information directly to the CO**

Responsibility of the local Test Site Coordinator (TSC) during an exam

- Provide assistance to the Certifying Officer
- Verifies each Candidate is approved to test
- Ensures that all necessary equipment, apparatus, and supplies are at the test site
- TSC does not make any decisions related to Evaluator duties or exam station criteria
- ANY Evaluator/Assistant questions related to testing must be directed to the CO

Evaluator Training Introduction 1

- The Certifying Officer has overall authority for the administration the final examination

The Alaska Fire Standards Council appreciates the help and support of Evaluators and Assistants during exams; certification examinations would not be possible without this support

Evaluator Training ²

- **Safety is the number one priority**
- **It is the CO's responsibility to ensure that all applicants are tested in a safe and equal manner**
- **It is the Evaluators responsibility to monitor the safety of evolutions being conducted at an assigned station**

Evaluator Training ³

- **Before the examination begins, an Evaluator should discuss her or his level of training and ability related to an assigned station**
- **An Evaluator should contact the CO directly if there are questions or concerns about safety during the examination**

Evaluator Training ⁴

- Evaluators/Assistants must complete an Evaluator Code of Ethics Compliance Form when finished with this training module
- Evaluators/Assistants must adhere to the AFSC policies and procedures regarding the evaluation of certification applicants
- Failure to comply could result in removal from the test site and a report to the AFSC administration

Evaluator Training ⁵

- **All data concerning a Candidate's performance must be based upon objective recordings and observations of the specified criteria (skill sheet items)**
- **Evaluators are selected based on knowledge and experience with the assigned station**
- **Evaluators must have the ability to fairly and accurately observe and document various performances**

Evaluator Training ⁶

- **All performances must be reported with the greatest degree of objectivity possible**
- **The skill evaluation instruments (skill sheets) used have been designed to assist Evaluators in objectively evaluating the candidates**

Evaluator Main Points

- **In conducting the evaluations please remember the following points:**
 - **This examination is a formal verification of job performance requirement skills and teaching, coaching, or remedial training within stations IS NOT allowed**
 - **Evaluators are not permitted to give any indication of performance (good or bad) to any Candidate at any time**

Evaluator Main Points

- Evaluators CANNOT discuss any specific performance with anyone other than the CO
- If you are unsure of scoring a particular performance, notify the CO immediately
- Discuss any questionable performance items with the CO before signing off on a skill sheet

Evaluator Main Points

- Evaluators must maintain a professional appearance
- Candidates must be evaluated in an equal, consistent, fair, and respectful manner
- Evaluators must limit dialogue to essential examination-related material only

Evaluator Main Points

- **At a minimum Evaluators should explain the station instructions and ask questions for clarification purposes**
- **Evaluator questions must be asked when additional clarification is required**
- **A Candidate may have to simulate some actions, and the Candidate may need to provide verbal explanation to the Evaluator for skill criteria**

Evaluator Main Points

- Evaluators CANNOT ask for additional information beyond the scope of the skill, such as having the candidate explain items unrelated to the station tasks
- Practical Skills Evaluator training program guidelines can be reference to help in evaluating Candidate performance (*pg 39 in CO Manual*)

Evaluator Main Points

- **Evaluation guidelines have been established for all skill testing and some elements may not be relevant to every skill situation**
- **The Evaluator should provide an introduction to each candidate upon introduction to a station**

Evaluator Main Points

- **Clearly print the candidate's first and last name on the evaluation form as well as the Evaluator name, date, and skill station number**
- **The Evaluator must explain the instructions to candidates in the same manner to ensure consistency and fairness**

Evaluator Main Points

- **Give each Candidate time to inspect any required equipment and answer any basic questions related to the equipment or scenario**
- **An Evaluator should always devote full attention to the performance of the Candidate being evaluated**
- **After a Candidate finishes a station, complete the skill sheet in accordance with the his or her performance**

Evaluator Main Points

- **All skill sheets must be filled out in a manner that prohibits the candidate from seeing the completed information**
- **Evaluators must observe and enforce any time limits for the skill stations**
- **Evaluators must check the “Fail” column for any steps that were not completed within the station**

Evaluator Main Points ¹⁶

- **Evaluators are responsible for the security of all station material and must return all material to the CO before leaving the examination site**

Evaluator Additional Points

- **Once Evaluators receive materials for a station he or she can proceed to the station and check any props and equipment to assure that the skill station is ready**
- **An Evaluator should orient any additional Evaluators and Assistants with their roles in the station**
- **If Assistants are needed they should act as a team member would in a field situation**

Evaluator Additional Points

- **Whenever possible, Assistants should be trained to the level of the exam**
- **Be Objective; Do candidates meet the station skill sheet criteria?**
- **The Certifying Officer is on site to ensure a fair, objective, and impartial evaluation process occurs**

Evaluator Additional Points

- **DO NOT** discuss Pass or Fail outcomes directly with candidates
- If any questions arise while evaluating a candidate, ask the Certifying Officer for clarification
- Always ask if the candidate understands your instructions

Evaluator Additional Points

- **A Candidate can ask questions for clarification, but NOT how to perform the skill criteria**
- **Provide a prompt if a scenario requires, but do not coach or teach a Candidate**
- **Do not allow candidates to remain in the area once they have completed the skill station**
- **A Candidate that is attempting to retest must have a different Evaluator for each retest**

Evaluator Additional Points

- Remember, the candidate must satisfy the minimum skill sheet requirement to pass
- Candidates have a total of 3 attempts to pass; retests are not unusual
- The CO is the only person that determines a retest is necessary
- Complete station evaluations in a timely manner
- Be organized and ready to start your skill stations before a candidate arrives

Evaluator Training End Note

- **Meet with the CO to determine Evaluator and Assistant station assignments**
- **Read and Sign Evaluator Ethics and Compliance Agreement Form**

Evaluator Training Safety

ALWAYS evaluate the Candidate using the task steps listed on the skill sheet

!!! SAFETY FIRST !!!

Questions?

DO YOUR BEST!



Establishing Performance Standards for Alaska's Fire Service